Podcast Guest Release Form

Template by Podzay (podzay.com) · Replace everything in [brackets]

Podcast: [Podcast name] ("the Podcast"), produced by [Host or company name] ("the Producer")
Guest: [Guest full name], [email]
Episode: [Working title] **Recording date:** [Date]

1. Consent to record. I agree to be recorded in audio and video for the Podcast.

2. Editing. The Producer may edit the recording for length, clarity and quality, without materially changing the meaning of my contributions.

3. Publishing and distribution. The Producer may publish, distribute and make the recording available worldwide in any format and on any platform, now known or developed later, including podcast directories, video platforms and the Podcast's website.

4. Name and likeness. The Producer may use my name, voice, image, biography and company name in connection with the episode and its promotion.

5. Promotion and repurposing. The Producer may create and publish excerpts, clips, transcripts, quotes, images and written content based on the recording to promote the Podcast.

6. Ownership. The Producer owns the recording and the episode. I keep ownership of my own pre-existing materials, ideas and trademarks.

7. Duration. These permissions continue for as long as the episode and related materials are available.

8. Compensation. [No payment is due to either party for this appearance.] / [Describe any payment.]

9. My statements. I confirm I have the right to share the information I provide and that, to my knowledge, it is not confidential, defamatory or infringing.

10. AI tools. The Producer may use automated and AI tools for transcription, translation, captioning and editing. The Producer will not create a synthetic version of my voice or likeness without my separate written consent.

11. Personal data. My contact details are used only to arrange and promote this episode and are kept for [period]. I can contact [email] about my data.

12. Publishing decision and removal requests. The Producer is not obliged to publish the episode. I may request changes or removal by emailing [email]; requests will be considered in good faith.

13. Governing law. This release is governed by the laws of [country / state].

Guest signature _____ Printed name _____

Date _____

Producer signature _____ Printed name _____

Date _____

This template is general information, not legal advice. Laws vary by country and state; have a lawyer review it before use. Free template from Podzay, podzay.com.